



## JOB DESCRIPTION

Position Title: **Assistant Coordinator**

Working Area: **Fleet Services**

Class Code: 3014

Non-Exempt

EEO Code: 03

Effective Date: August 29, 2002

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### **Major Function**

Administrative work assisting with coordination and monitoring all aspects of Seminole County's Fleet Services Contracts and preparing purchase specifications for all rolling stock (light and heavy equipment vehicles and fire apparatus).

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Assists with liaison work between contracted fleet service vendors and County Departments.

Monitors contractual performance of fleet service vendors. Assists with the resolution of observed contractual problems.

Reviews on a monthly basis all invoices to insure accuracy of charges made by fleet service vendors. Authorizes repair estimates that are in excess of amount specified by County contract. Coordinates all County vehicle warranty requirements and repair.

Coordinates the requisitioning and dispensing of fuel and lubricants. Coordinates cost charge backs for parts and fuel used by County Departments.

Assists with the coordination of monthly fleet users group meetings.

Make recommendations to change or enhance Fleet Services Contract. Provides budgetary comments regarding rolling stock requests from County Departments. Prepares cost pricing reports for budgeted vehicles for the Purchase Division or State bid pricing.

Develops, and obtains departmental approval of specifications for approved rolling stock purchases, including but not limited to: light/heavy vehicles, off road equipment, emergency medical services vehicles, fire apparatus, portable and stationary generator sets, which may include fuel storage tanks with pumps.

Reviews requests from County Departments and writes vehicle specifications for bid process preparation.

Uses computer software to prepare statistical reports as needed by the County.

Performs other duties as assigned or as may be necessary.



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Page 2

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### **Minimum Qualifications**

Knowledge of the contractual process including; governmental fiscal policies, budget procedures and compliance with contractual requirements. Knowledge of computer applications used in tracking data for Fleet Services Contracts. Knowledge of all aspects of vehicle and heavy equipment repair and maintenance.

Ability to read, interpret and formulate contract specifications. Ability to prepare cost projections and to monitor expenditures within approved budget. Ability to establish and maintain effective working relationships with County Departments, vendors, agency personnel, and fleet management organizations. Ability to communicate effectively both orally and in writing. Ability to use a personal computer and associated software programs. Ability to read and maintain technical information related to writing specifications for County vehicles and other equipment.

High School Diploma or GED and six (6) years responsible experience in vehicle and heavy equipment purchasing and maintenance.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table, or workstation. Position may be required to stand or walk for prolonged periods of time while working with vendors at work sites. This position has regular exposure to radiant and electrical energy found in an office environment.